

Date Completed: _____

1. Office Furniture

- Each piece of furniture serves an actual purpose, and is not simply decorative
- The furniture is arranged in such a manner to allow ease of use
- There is at least one chair for a guest or visitor
- Furniture is in good repair
- The office is well-arranged and looks comfortable and professional

2. Office Décor

- The décor is understated and tasteful
- There are limited personal items on display
- Wall displays are framed and include certificates and awards
- Notice boards are uncluttered and contain current information
- Plants are healthy and thriving
- Surfaces, ornaments, and plants are clean and dust-free

3. Document Organization

- There is a system of handling incoming paperwork
- Paperwork is not in piles on the desk or other office surfaces
- Filing systems are logical and up-to-date
- Documentation that is no longer needed is disposed if/ recycled immediately
- Documents stored electronically are not unnecessarily printed and stored
- Documentation is archived and stored, as is required by the law
- The computer desktop is uncluttered and well-organized
- Electronic documents are stored in a logical and easy-to-access filing system on the computer
- There is an efficient system of handling documents that need to be filed
- Binders are professionally labeled, and contain only documentation that is necessary and current
- Mail is efficiently handled on a daily basis

4. Children's and Staff Files

- Children and Staff Files are stored in a secure location
- Children's files are up-to-date and include emergency contact information
- There is a system in place to update/ audit children's files on a regular basis: _____x per year
- Staff files are all organized in the same way for ease of access
- Staff files are up-to-date and include emergency contact information and background check verification
- There is a system in place to update/ audit staff files on a regular basis: _____x per year
- Staff files are all organized in the same way for ease of access
- There is one person responsible for the maintenance or children and staff files

5. Communication System

- There is a system in place for management team members to communicate in writing
- There is a system in place for staff members to communicate with each other and with management in writing
- There is a system in place for families to communicate with center staff and management in writing
- The management team has regular meetings to discuss center operations
- The management team members are assigned/ delegated specific weekly management tasks to complete
- There is an annual calendar posted for trainings and meetings
- Lobby signs and notice boards for families are current, neat, and professional-looking